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**Penalty Notice Request Form**

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| **School Name:** |  | | | | | **Year Grp:** | | |  |
| **Pupil Name:** |  | | **DoB:** |  | | **Gender:** | | |  |
| **Pupil Address:** |  | | | | | | | | |
|  | | | | **Postcode:** | |  | | |
| **If less than 12 months at the address, please indicate date of move:** | | | | | **Date:** | |  | | |
| **Please indicate if there is any Children Social Care or CAF Involvement:** | | | | | | | | | |
| **Previous school details (if child has attended your school less than 3 years):** | | | | | | | | | |
| **Please indicate if there is any transport assistance, what it is and who provides it:** | | | | | | | | | |
| **Sibling Name(s)** | | **School(s) Attended** | | | | | | **Contacted?** | |
|  | |  | | | | | | **Y / N** | |
|  | |  | | | | | | **Y / N** | |

**Only parents/carers that have been included in all paperwork can be issued with a penalty notice**

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| **Parent/Carer 1** |  | | **Date of Birth:** |  |
| **Surname and Title:** |  | | **First Name:** |  |
| **Relationship:** |  | | **Details of any Previous FPN within 3 years:** |  |
| **Address: (if different)** |  | | **First language inc Dialect:** |  |
|  | | **Postcode:** | **FPN No: (Attendance Use Only)** |  |

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| **Parent/Carer 2** |  | | **Date of Birth:** |  |
| **Surname and Title:** |  | | **First Name:** |  |
| **Relationship:** |  | | **Details of any Previous FPN within 3 years:** |  |
| **Address: (if different)** |  | | **First language inc Dialect:** |  |
|  | | **Postcode:** | **FPN No: (Attendance Use Only)** |  |

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| **Parent/Carer 3** |  | | **Date of Birth:** |  |
| **Surname and Title:** |  | | **First Name:** |  |
| **Relationship:** |  | | **Details of any Previous FPN within 3 years:** |  |
| **Address: (if different)** |  | | **First language inc Dialect:** |  |
|  | | **Postcode:** | **FPN No: (Attendance Use Only)** |  |

**Reason for Request: (Please tick appropriate box)**

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|  | **10 sessions of unauthorised absence in any 10-week rolling period. (All copies of letters/interventions MUST be submitted with the request)** |
|  | **Pupil identified in a public place whilst excluded from school (during the first five days of the exclusion period) without reasonable justification. (Does not form part of the new PN guidance) (£60/£120)** |
|  | **To the best of my knowledge, I believe this to be FPN 1 (within a rolling 3-year period) – option for parent to pay reduced amount (£80 0-21 days) (£160 21-28 days)** |
|  | **To the best of my knowledge, I believe this to be FPN 2 (within a rolling 3-year period) – No option for parent to pay reduced amount – charged at £160 only.** |

**For Attendance Service use only**

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| **Between (1st Date of Absence)** | |  | | | | **And (2nd Date)** | | | | |  | | | |
| **Possible sessions:** |  | **Actual :** |  | | **Authorised**  **sessions:** | |  | **Unauthorised:** | | | |  | **% of Absence:** |  |
| **Approved by LA Attendance Officer** | | | **Signed** |  | | | | | **Date** |  | | | | |

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**Declaration (To be fully completed by the School/Academy)**

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| **Pupil’s full attendance certificate attached: (If over two academic years, both to be included)** | **YES/NO** | **Is the Coding correct:** | **YES/NO** |
| **Is an additional copy of the attendance certificate for the period of the charge only attached (10 week rolling period):** | **YES/NO** | **Is the Coding correct:** | **YES/NO** |
| **Have the parents/carers been previously warned that a penalty notice could be issued? Have you sent out the Guidance to Parents/carers document?** | **YES/NO** | **Date(s) of Warning:** | **(please add all dates if more than one warning)** |

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| **I am signing this to confirm that:**   * **The details within this application, to the best of my knowledge, are accurate.** * **The attendance certificate is attached/enclosed and coded correctly.** * **The application meets the current Peterborough City Council’s Penalty Notice Code of**   **Conduct.**   * **Where a penalty notice remains unpaid after 28 days and legal proceedings are instigated**   **as a result, a relevant member of staff will be willing to attend court as a witness if the**  **parent(s)/carer(s) plead not guilty.**   * **All Documentation in relation to the issue of penalty notice(s) by the Local Authority, will be available as evidence if the penalty notice remains unpaid as it may form the basis upon which any legal action will be taken should payment of the penalty notice(s) not be received.** * **A representative from the school will be available to attend court should the case proceed to trial.**     **I hereby certify that the attached attendance certificate is an accurate extract of the child’s Attendance Register. If required, this can be presented as evidence in court for the purpose of any legal actions, under the provision of section 566 of the Education Act 1996.** |

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| **Signed:** |  |
| **Print name:** |  |
| **Position:** |  |
| **Date:** |  |

**Requests need to be fully completed and submitted to the LA within 20 school days of child’s return to school from unauthorised absence.**

**Please note any incomplete applications will not be processed and returned to the school.**

***Please return this form to: School Attendance Team via the following email address***

[***PNInbox@peterborough.gov.uk***](mailto:PNInbox@peterborough.gov.uk)

***Please avoid using the post/courier for penalty notice requests.***